



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street

San Francisco, CA 94105-3901

APR 06 2015

Richard Joseph Smith
Chairman
Cahto Tribe of Laytonville Rancheria
Post Office Box 1239
Laytonville, California 95454

RE: New Indian Environmental General Assistance Program

Application Due: MAY 11 2015

Dear Chairman Smith:

I am pleased to inform you that your proposal submitted to this office under the U.S. Environmental Protection Agency's Indian Environmental General Assistance Program (GAP) has been tentatively approved for funding. At this time, I am setting aside \$114,550 of funding to support your GAP for one year. An additional \$1,000 has been tentatively set aside for special one-time travel for the Environmental Specialist. The total tentative award for your GAP is \$115,550.

A General Assistance Program grant may not exceed four years. Your current cooperative agreement will expire on **September 30, 2015**, which is the end of your grant's four year budget and project period. As a reminder, a final Federal Financial Report and final performance report must be submitted by December 30 2015, which is 90 days after the grant ends. Why is this margin messed up?

Work plan submission, negotiation, and approval will be conducted electronically in GAP Online. The comments attached here for your reference are also available in GAP Online. If we receive your complete application and an **approvable** revised work plan by the due date we will make every effort to award the grant by September 30, 2015. This funding will support work plan activities **from October 1, 2015 to September 30, 2016**. Please do not incur any costs under this work plan until the official grant award document has been signed and dated by the EPA.

This letter does not constitute a grant award. In order to receive funding, the Cahto Tribe of Laytonville will need to complete an Application for Federal Assistance (SF-424). **The complete application, including an approvable work plan, must be submitted for EPA review by the due date indicated above.** Materials can be submitted earlier and will be processed on a first-come, first-served basis. Please note that in completing your application, you will need to enter the GAP Catalog of Federal Domestic Assistance Number (CFDA), required in box #11 on the SF-424A application form, 66.926.

New Process for Submitting Your GAP Grant Application

Effective February 17, 2015, EPA grant applicants **must** use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on Grants.gov now. Also, your organization's registration

in SAM.gov must be active to utilize Grants.gov. If it appears that the grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact Support@grants.gov or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 (Grants.gov Instructions Guide) and Attachment 3 (Region 9 Guidance Information for Applicants) or go to <http://www.epa.gov/region9/funding/information.html> to find additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

I look forward to working with you and your staff under the General Assistance Program. Questions regarding the completion of the application forms as well as the mandatory use of grants.gov should be referred to Elizabeth Armour, Grants Management Specialist, at (415) 947-4264. You can also contact your GAP Project Officer, Morena Villanueva, at (415) 947-4239 if you have questions regarding this letter, the work plan or the General Assistance Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Laura M. Ebbert', with a long horizontal flourish extending to the right.

Laura M. Ebbert
Manager
Tribal Section

Enclosures

1. Work Plan Comments
2. Grants.gov Instructions Guide
3. Region 9 Guidance Information for Applicants

cc: Sonny Elliott (with work plan comments)
Cherie Smith-Gibson, Tribal Administrator

2016 GAP Work Plan Comments Cahto of Laytonville

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in GAP online in December 2014. Please ensure that these comments are addressed in your final GAP work plan in GAP online.

General Definitions and References

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.

2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity

<http://www.epa.gov/region9/funding/pdfs/tribal-gap/r9-gap-guidance.pdf>

GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)

2015 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)

EPA Strategic Plan (<http://www2.epa.gov/planandbudget/strategicplan>)

2. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect a) improved human health or environmental conditions, b) reduced risks to human health or the environment c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, or attainment of desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.
3. Please correct any typographic errors incurred as a result of pasting your work plan into GAP online; please note that GAP Online does not accept special punctuation or characters, including quotation marks, apostrophe, semicolon, or parenthesis.
4. Please ensure that each component in your work plan contains one or more capacity indicators that appropriately links to the steps that are either underway or proposed to begin in the associated commitments. Capacity indicators represent the destination of the Tribe's work and therefore the Tribe should express how it will accomplish the tasks necessary to achieve the indicators proposed in its commitments. Moreover, capacity indicators should ideally be placed in the "Measures" section for each component in the work plan. More information on the appropriate use of indicators is found on page 13 of the GAP Guidance. A suite of indicators that the Tribe may consider for inclusion in its work plan is contained in Appendix I of the GAP Guidebook.
5. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The

Greening Grants Policy includes an attachment which describes many useful green practices. The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>

Budget Comments

Travel: GAP will fund \$4,000 in travel and training, which includes a special one time travel in the amount of \$1,000 for the Environmental Specialist for one year. Please ensure this amount is reflected in your final budget application. If additional travel and training is needed, the tribe can request support through the Tribal Travel Fund. Please contact Gilbert Pasqua at (415) 972-3788 or your Project Officer for more information on that program.

Work Plan Comments

Throughout the work plan, Commitment End Dates are identified as 9/30/2015. Commitment End Dates should reflect the actual expected completion date of the Commitment, and should not all reflect the end of the grant year.

Throughout the work plan the “**Position**” field is blank. Please indicate who will be doing the work to complete these tasks.

Component 1: Solid/Hazardous Waste Implementation

Please delete the word “continue” in the description field and replace the word “implementing” to “implement.”

1.2 Suggested description: “Environmental staff will implement alternative disposal practices by educating the community through newsletters and demonstration of projects at the tribal community building.”

Component 2: Travel and Training

The tribe should consider adding B.2.2 as a capacity indicator.

2.1 The tribe might want to include local trainings such as MLSTEP. The tribe should submit meeting summaries as deliverables.

Component 3: Community Outreach and Education

In the description, field please indicate the types of environmental priorities or issues that will be highlighted in the community educational brochures.

3.1 The tribe should submit workshop materials, including presentations, brochures as deliverables.

3.3 Please consider rephrasing this commitment. What type of alternative disposal practices will be created?

Component 4: Management of the Environmental Department

4.1 Please fix the typo in this commitment, “grand” should be “grant.” Also, please change the word “FSR” to “FFR.”

4.2 Please submit a copy of the training plans should be submitted to EPA as a deliverable.

4.3 Please fix the typo in the outputs and deliverables section.

4.6 Please provide more detail for this commitment. How will the tribe/EPA participate in the evaluation of the EPA/Tribal Environmental Agreement?

Component 5: Improve Human Health – Reduce Solid Waste

5.2 Please provide coordination summaries on a quarterly basis as deliverables.

5.3 Please submit closure reports as deliverables.

